

B.5.6 SIN 599-6 Specialized Conference Facilities

Specialized Conference Facilities include, guest rooms, dedicated conference space, food and beverage services, conference technology services, telephone and internet services, business center services, security services and other related services may be included. The scope and size of the facility is based on the government client's actual requirements.

(1) BACKGROUND

While GSA makes available contracted meeting planning services on AIMS Schedule 541, it does not have the specialized conference facilities under contract. This SIN is for the actual facility and associated services, and not intended to duplicate the offerings on the Advertising & Integrated Marketing Solutions (AIMS) schedule. It is anticipated that Federal agencies may use this SIN in conjunction with the AIMS schedule or for specialized conferences they independently plan. Contractors from both the TSS and AIMS schedule may enter into contractor team arrangements to fulfill agency requirements.

(2) SCOPE & COMPLEXITY

The Contractor shall:

- a) Provide a conference facility and all associated services necessary to satisfy the Federal Government's conference facility requirements within the parameters defined herein. The Government is seeking conference facilities and services that industry normally accords to commercial customers at competitive prices.
- b) Be capable of providing conference facilities and services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide as specified herein.
- c) Be capable of handling multiple task orders and/or purchase orders.

(3) DESCRIPTION OF WORK

The Contractor shall provide conference facilities and services to assist the Government in meeting its specialized conference facility needs. This may include but is not limited to the following:

- a) A dedicated all inclusive "Conference Center" facility
- b) Complete Meeting Package (CMP)
- c) Conference facilities to accommodate government conferences
- d) Conference technology services (to include a full-service business center)
- e) On-site food and beverage services
- f) Dedicated onsite Conference Services Manager
- g) Guest rooms within or close by the conference center (if required by client)
- h) Recreation facilities
- i) Security services

(4) PRICING:

GSA seeks pricing based on best commercial practices to the extent practicable. Prices are subject to the Service Contract Act. Offered pricing under the schedule will be CEILING prices, and represents a fair and reasonable offer. Ordering agencies may negotiate additional discounts based on their specific requirements, time of year, and size of group. Commercial pricing is solicited to the extent practicable. For example, if your facility prices services based on discounts from an established catalog or price list, submit it and identify the discounts offered. If you price services based on seasonality, identify what the

seasonality pricing is. Offerors should list the various products and services offered and identify the offered price and associated unit of issue (e.g., per person, per room, per event, per day with specified time periods). If CMP pricing is offered, please explain in detail what the complete meeting package includes and the price per/person, per/day. Describe the various pricing scenarios available and offered (e.g., gratuitous meeting rooms associated with sleeping room block, seasonal rates, etc.).

List ALL services offered using the following table as a model.

The prices below must be inclusive of the Industrial Funding Fee (<https://vsc.gsa.gov>)

Example of Price Option #1

Description	Unit of Issue	Commercial Rate	Price or Discount Offered to Government
Conference Facilities			
Meeting Room(s) [identify and describe]			
Food and Beverage Services [identify and describe]			
Technology [identify and describe]			
Guest Rooms [identify and describe]			
Etc.			

Example of Price Option #2

Description	Unit of Issue	Commercial Rate	Price or Discount Offered to Government
Conference Facilities			
Complete Meeting Package (CMP)*			
CMP without daily guest room			
CMP without daily dinner			
Etc.			

***Please provide a detailed description on what is included in the CMP.**

(5) GENERAL REQUIREMENTS

The Contractor shall ensure the following:

- a) The Contractor shall submit its standard commercial contract as part of its offer.
- b) Be a current member in the Convention Industry Council (CIC), Society of Government Meeting Professionals (SGMP), International Association of Conference Centers (IACC) or equivalent professional organization (please provide proof of membership).
- c) All Conference Facilities must be in compliance with all applicable federal, state and local health, safety, security and building code regulations, including those standards for physically disabled persons (Americans with Disabilities Act).

- d) Conference Facilities shall meet safety standards set by the Federal Emergency Management Agency (FEMA). Facilities MUST be listed on FEMA's National Master List of certified hotels. (please provide FEMA number in offer) <http://www.usfa.fema.gov/applications/hotel/>
- e) Conference Facilities must be available in both peak and low seasons, suburban and urban locations, subject to availability.
- f) The same level of service provided to commercial customers shall be provided to the Federal Government (e.g., complimentary meeting space, refreshments, shuttle service, newspapers, parking, amenities, etc.) and shall not discriminate in favor of commercial customers.
- g) The Contractor shall demonstrate their process, knowledge and ability to work with other government suppliers (e.g., GSA Schedule 541 AIMS contractors, government contracted travel agents, etc.) to ensure ordering agency's requirements are met in the most efficient, expeditious, and quality manner possible.
- h) Ensure that the conference facility and staff maintain any generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.
- i) Service level agreements may be proposed at the task order level to the extent the terms of such agreements do not conflict with the terms and conditions of this Schedule (see paragraphs, Order of Precedence, of Clause 52.212-4) and can be used in conjunction with Clause I-FSS-60, PERFORMANCE INCENTIVES (APR 2000). Service level agreements may also be negotiated with ordering agencies. An informational copy of service level agreements shall be provided to the GSA Contracting Officer at 1) onthego@gsa.gov and 2) travel.programs@gsa.gov within 5 business days of execution.
- j) Provide Government agencies with standard commercial and custom reports as requested. This includes, but is not limited to, commercial post-event reports.
- k) Government agencies must have the right to a formal site inspection of the facility to include all conference and meeting rooms, public food and catering areas, guest rooms and general space.

(6) TECHNICAL REQUIREMENTS

Conference Facilities shall meet the following criteria:

- a) Priority of Business
 - i) The Contractor shall have dedicated multi-purpose conference rooms and break-out rooms to accommodate groups of approximately 25 – 75 attendees. Dedicated conference rooms and break-out rooms shall be separated from living and leisure areas, and shall be available to clients on a 24-hour basis for secure storage of materials.
 - ii) Average group size – accommodate 25 – 75 attendees.
 - iii) Conference facility offers and promotes an all inclusive package plan which includes, but not limited to, conference rooms, guest rooms, three meals, continuous refreshment service, conference services and basic conference technology.
 - iv) Conference facility shall be able to provide guests with special needs appropriate accommodations.
 - v) Conference facility fees (including guest/sleeping rooms) shall not be charged prior to the event.
 - vi) Contractor shall demonstrate the ability to provide "tax exemption" when applicable.

b) Conference Room Design

- i) Conference facility has sufficient inventory so that all dedicated conference space can be set up to meet client needs and be secured on a 24-hour basis.
- ii) Individual conference rooms have the ability to control lighting and temperature, and can minimize noise and disruptions from other simultaneous events.
- iii) Conference facility has appropriate in-room telephone outlets, Internet connectivity, and adequate electrical outlets throughout conference center.

c) Conference and Business Services

- i) Conference facility staff includes skilled conference service managers who are thoroughly proficient in providing effective meeting room setups, menu and special event planning, conference technology (A/V) equipment and services, and other special needs of the client as needed included in rate.
- ii) A facility point of contact is assigned to each conference group.

d) Within the conference facility, staffed business services are available from a central location and include at least the following products and services: basic office supplies (e.g., paper clips, tacks, pens/pencils, tape, scissors, etc.); computer workstations with current office software applications; facsimile services, including message/fax notification and delivery system; paper shredder; word processing; photocopying; computer printing; laptop/notebook computer rental; digital media (blank diskettes and CD's) blank audio and video cassette tapes; shipping supplies and services, including postage metering and express shipping; nametag and tent card paper stock.

e) Food & Beverage

- i) Conference facility provides dining facilities and catering/banquet services designed to accommodate conference groups on a flexible meeting schedule (at convenience of group),
- ii) Conference facility may provide continuous refreshment service outside of meeting rooms if requested by the client.
- iii) Conference facility provides special foods on an as-needed basis to accommodate dietary restrictions (e.g., kosher, vegetarian, etc.).
- iv) The Contractor shall provide set up, service and clean up of food and beverage services.

f) Technology

- i) On-site standard conference technology package: flip charts, microphones and image and video display equipment.
- ii) Conference facility offers and promotes a package plan that includes computer and video image display equipment in all meeting rooms.
- iii) Provides skilled technicians proficient in providing creative program consultation; equipment setup, operation and instruction; and immediate response to service needs.

g) Guest Rooms *(Not applicable to non-residential conference facility and may not always be required)*

- i) Guest rooms have work areas that include a desk or table with hard writing surface and a comfortable chair; desk or table lighting which is controllable separately from overhead lighting and gives adequate illumination for reading and writing; a phone line and simultaneous Internet connectivity; and adequate, easily accessible power outlets.
 - ii) Guest rooms separated from conference and leisure areas to allow maximum privacy and comfort.
 - iii) If guest rooms are required, they will not be charged in advance of the event.
- h) Transportation
 - i) Contractor shall provide details on airport shuttle service provided by the facility or by commercial vendors. Please explain fee structure and if complimentary or an additional fee is charged.
 - ii) If transportation is provided by the conference facility, the Contractor shall furnish all vehicles, insurance, fuel, driver, supervision, maintenance, equipment, and operating supplies/services, permits, licenses, and perform all services necessary to provide transportation services.
- i) Shipping and Receiving
 - i) The Contractor shall provide shipping and receiving services for conference events. The Contractor shall have a tracking system in place that logs in, tracks and monitors shipping and receiving services. The Contractor shall deliver conference material as directed by the ordering agency.
- j) Sustainability
 - i) Provide evidence of any current and future programs that support environmentally responsible practices relevant to operations of the conference facility.

(7) GSA REPORT REQUIREMENTS

The Contractor shall:

- a) Provide the GSA Contracting Officer with a **quarterly** report, electronically, on contract usage that contractors offer to the government that details each government agency's specialized conference facilities expenditures for the given report period, and provide a cumulative total across all agencies serviced, by type of service ordered, for the fiscal year report period. Please note, the Government operates on a fiscal year basis of October 1 through September 30 of each year. The report is due by the **15th calendar day after the end of each report period as indicated below (or the next business day if the due date is on a weekend or Federal holiday)**:

Service Provided Between	Services Report Due to GSA By
January 1 and March 31	April 15
April 1 and June 30	July 15
July 1 and September 30	October 15
October 1 and December 31	January 15

The information shall be provided in an electronic commercial format readable in Microsoft Excel and emailed to 1) onthego@gsa.gov and 2) travel.programs@gsa.gov. The subject of the email must state "Quarterly Specialized Conference Facilities Report" and reporting period. This helps GSA identify your company for a swifter determination of your compliance.

Agency reports: Domestic and international conference facilities shall be reported separately. For domestic and international conference facilities, reported data elements shall include, but not be limited to, contract number, SIN, report period, agency/organization 4-digit code (see Special Publication 800-87 (SP 800-87) available at <http://csrc.nist.gov/publications/nistpubs/index.html>), conference facility name, address, city, state, zip code, and the following information for all federal government sales: total number of events and total amount, by service (e.g., separately report conference facility costs, banquet costs, guest room costs, technology costs, etc.).

Governmentwide reports: Domestic and international conference facilities shall be reported separately. For domestic and international conference facilities, reported data elements shall include, but not be limited to, contract number, SIN, report period, conference facility name, address, city, state, zip code, and the following information for all federal government sales: total number of events and total amount, by service (e.g., separately report conference facility costs, banquet costs, guest room costs, technology costs, etc.).

Data required for both Agency and Governmentwide Reports

DATA ELEMENTS

Name	Description
Report period	Use government fiscal year calendar (Q1 is October 1 – December 31; Q2 is January 1 – March 31; Q3 is April 1 – June 30; and Q4 is July 1 - September 30)
SIN	SIN
Contract Number	GSA Contract Number
Conference Facility Name	Conference Facility Name
City	City
State	State
Country	Country
Ordering Agency Name	Ordering Agency Name
Agency Organization Code	Agency Code
Total No. of Conferences	Total No. of Conferences
Total Conference Cost	Total cost of the event AND itemized

	costs for ALL event services
Conference Package	If inclusive conference package was purchased, please include cost per person, number of persons, and total cost

Note: All dollars will be with dollars decimal and cents and all dates in YYYY/MM/DD format.

b) Report all transactions paid by all forms of payment, including but not limited to, meeting room expenditures under this contract.

c) Provide government agencies with standard commercial and custom reports as requested. Reports should be available on a monthly, quarterly and yearly basis, and have the ability to roll up data at an aggregate level for the agency.

In the event that taxes must be levied, the Contractor shall separately report room charges from taxes in reports required by GSA and/or ordering agencies.

d) Failure to Submit Reports. The failure to submit the report in two consecutive quarters and or three of four quarters may result in negative evaluation when considering performance rating for renewing options. Contractors with contracts on file for SIN 599-6 are required to submit a report even if no services were provided during the quarter.

e) Task Order Information. Provide GSA with task order information for each ordering agency. The Contractor shall develop and maintain a current database of agencies/organizations serviced under this contract. The database shall include, the agency/organization task order number, est. dollar volume of the task order, the agency/organization name; the agency/organization point of contact; and the address; telephone/facsimile numbers and e-mail address (if available) for the point of contact. Within five (5) business days of a request from GSA, the Contractor shall provide a current report of the agency/organization program data.